



COURSE ENROLLMENT PETITION – MPS/MLA

INSTRUCTIONS

- This petition is to be used only under exceptional circumstances to alter course enrollment after the University’s official course enrollment dates.
- After obtaining the signatures from the instructor of the course, your advisor, and GFA; submit the completed form to CALS Professional Programs Student Services, 211 Kennedy Hall.
- Provide your field with a copy of the completed form. All information on this form, excluding signatures should be printed or typed. If you have questions, please contact the MPS program at 255.2215 or calspoprograms@cornell.edu

BIOGRAPHICAL INFORMATION

_____	_____	_____
Cornell ID number (7 digits)	NetID	E-mail address
_____	_____	_____
Last Name	First Name	Middle Initial
_____	_____	_____
Academic Program (field)	Degree Program	

REASON FOR PETITION (Check one)

- To alter course enrollment in the current term after the add-drop period ends add drop
- To transfer course(s) equivalent to CALS courses
- To request a variance to a MPS/MLA requirement

REQUESTED ACTION

_____	_____
Term and Year	Department abbreviation and catalog number
Add course: Credit hours _____	Grade Option _____
	Change credit hours to _____
Change grading option to _____	Drop with “W” _____
	Last date of attendance in class (required if petition to withdraw) _____
Class Title _____	Class Number _____

EXPLANATION

Please briefly explain why you are requesting the change. Attach additional sheets if necessary.

Student Signature _____ Date _____

COMMITTEE SIGNATURES OF APPROVAL

_____	_____	_____
Instructor Name and Signature	NetID	Date
_____	_____	_____
Advisor Name and signature	NetID	Date
_____	_____	_____
Graduate Field Assistant Name and Signature	NetID	Date

7/2018 _____ Approved _____ Date _____